

EPA Official Record

Mail ID: 8893615aba8c46e68932c7a642b87803

From: Aoyama, Joyce

To: Farnham, Kim

Copy To: Hardin, Karen; Wells, Mike

Delivered Date: 02/18/2014 04:16 PM EST

Subject: RE: Regarding boxes in Versatile

Attachment: Karen's Box Report 2-2014.pdf [91 KB]

Kim,

We need one SF135 per records schedule item (207a, 207b and 006b)

The clarification I was waiting for was for the correct schedule for the Asbestos boxes (21-29). They were some listed under all 3 schedules. I could not renumber in Versatile until I knew exactly where the cutoffs were.

From what you've emailed below, the following should be numbered for 207a:

- Lead Enforcement [207A] starting with box #1 (are these currently 1-20?)
- Asbestos Enforcement [207A] box #1 (are these currently 21-29?)
- Asbestos Training Accreditation [207A] starting with box #1 (where are these? – If the above is true, their numbering should start at Box 30)

The following should be boxes for 006b:

- Lead Certifications [006B] starting with box #1 (are these currently boxes 30-40?)
- Lead Training Accreditation [006B] starting with box #1 (Where are these boxes?)

Note: It's best to have them grouped by their categories within the collections and make a note of it in the Box Description.

Line 1: Box # of #

Line 2: Lead Enforcement

Line 3: Case Files from A – C

-
- From the email below –**you do not have 207b files?**
 - Thanks for fixing the schedules at the file level. I noticed that there's a mix of 207a and 207b files in some of the boxes. Consistency is best.
 - I will attach the box report again and you can print it from this attachment.

Thank you,

Joyce Aoyama
Regional Records Manager

ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Farnham, Kim
Sent: Tuesday, February 18, 2014 12:27 PM
To: Aoyama, Joyce
Cc: Hardin, Karen
Subject: RE: Regarding boxes in Versatile

Dear Joyce,

Hope all is well.

I was under the impression that the print outs of the box contents from versatile could be utilized for sending to FRC rather than having to type up a separate form for each box. Am I wrong??

- So you are saying that there needs to be a SF135 typed up for each box right?
- If so, I will have Karen type these up for each box and have her send them to you.
 - And yes, if you could please send the form would greatly appreciate it.

Karen and I are in the process of making sure that all records in each boxes are in the right categories and making corrections.

- Once this has been done I will have Karen correct the box numberings in versatile.

I'm not sure if you need the asbestos enforcement and lead enforcement separated out as far as box numberings go; or if you want the asbestos 006B or lead 006B separated out for box numbering.

- Right now my plan is to have Karen start new numberings for the five categories that is listed below.
 - Lead Enforcement [207A] starting with box #1
 - Lead Certifications [006B] starting with box #1
 - Lead Training Accreditation [006B] starting with box #1
 - Asbestos Enforcement [207A] box #1
 - Asbestos Training Accreditation [207A] starting with box #1

If the box numbering should be continuous depending on 207A or 006B please let me know.

Here are the program's current five categories.

- 207A – Lead enforcement
- 006B – Lead certifications
- 006B – Lead trainer accreditations

- 207A – Asbestos enforcement
- 006B – Asbestos trainer accreditations

Confidentiality Notice: This e-mail may contain information that is privileged, confidential, or exempt from disclosure from applicable law.

Kim M. Farnham

Lead-Based Paint/Asbestos Compliance Officer
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<http://www.epa.gov/lead/> - Lead-Based Paint
<http://www.ehsmaterials.com/>

"A true leader always keeps an element of surprise up his sleeve, which others cannot grasp but which keeps his public excited and breathless." -*Charles de Gaulle*

From: Aoyama, Joyce
Sent: Tuesday, February 18, 2014 9:23 AM
To: Farnham, Kim
Cc: Hardin, Karen; Wells, Mike
Subject: RE: Regarding boxes in Versatile

Kim,

Karen was just down here and I explained to her that I needed clarification on the records series for the Asbestos Files (Boxes 21-29). There are 3 different schedules selected and until I know what schedule to use for the Asbestos files I cannot fix/renumber the boxes. Karen has asked that I work with you on this. Please take a look at the box contents list I've attached and let me know how you would like to proceed.

207a – Enforcement – Administrative

207b – Enforcement – Judicial

006a – Program Management for Senior Officials (not applicable if not for your Office Director or Assoc. Director)

We can submit them to the FRC after they are numbered correctly and the SF135s are emailed to me. If you need a template to use, I would be happy to send you one.

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Hardin, Karen
Sent: Tuesday, February 11, 2014 8:51 AM
To: Aoyama, Joyce
Subject: RE: Regarding boxes in Versatile

What I sent is all I have!

From: Aoyama, Joyce
Sent: Tuesday, February 11, 2014 8:46 AM
To: Hardin, Karen
Subject: RE: Regarding boxes in Versatile

Karen,

Do you have the Versatile box #'s for the groups below? That would really help me. Thanks!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Hardin, Karen
Sent: Tuesday, February 11, 2014 8:35 AM
To: Aoyama, Joyce
Subject: Regarding boxes in Versatile

In Versatile

Lead Enforcement
207A
Boxes 1-20

Abestos Enforcement Files Boxes 21 – 29
What schedule?

207A - Numbering stay the same

207B – Box 1
Ask Kim

006B – Box 1

Lead Certifications Boxes 30 – 43
006B – NEED TO RENUMBER - But after we know what the Asbestos is.